

## CHAPTER 20.90

### ZONING ADMINISTRATION

#### Sections:

20.90.010	Purpose
20.90.020	Authority
20.90.030	Application Filing
20.90.040	Planning Department Review
20.90.050	Environmental Review

#### **20.90.010 Purpose**

To establish administrative provisions and procedures for the implementation of this code.

#### **20.90.020 Authority**

- A. Planning Director. This code shall be administered by the Planning Director under the administrative authority and direction of the City Manager pursuant to Title 2 of the Municipal Code.
- B. Zoning Administrator. The Planning Director shall appoint a qualified Planning Department staff member as the Zoning Administrator. The Zoning Administrator shall have the authority to investigate and render decisions on applications as prescribed by the individual chapters of this code. The Zoning Administrator shall serve in that capacity at the discretion of the Planning Director.
- C. Planning Commission. The Planning Commission established by Article VII of the City Charter shall have the authority to investigate and render decisions on applications as prescribed by the individual chapters of this code.

#### **20.90.030 Application Filing**

- A. Required Forms. Applications for discretionary approvals, including but not limited to, amendments, development plans, modifications permits, site plan review, use permits, variances, and coastal permits shall be filed in the office of the Planning Department in writing on forms prescribed by the Planning Director.
- B. Required Materials. Applications for discretionary approvals shall be accompanied by all plans, maps, and other materials required by the prescribed forms, unless

specifically waived by the Planning Director. The Planning Director may request additional materials deemed necessary to support the application.

- C. Required Signatures. The owner, lessee, or agent of the owner of the property affected may apply for discretionary approvals. The application shall be signed by the owner of record or may be signed by the lessee or by an authorized agent if written authorization from the owner of record is filed concurrently with the application. The applicant shall make a statement in writing that he or she certifies under penalty of perjury that all the information contained in the application is true and correct. False statements therein will constitute grounds for denial or revocation as applicable.
- D. Fees. Applications for discretionary approvals shall be accompanied by a fee as established by resolution of the City Council.

#### **20.90.040 Planning Department Review**

- A. Time Limits and Notification. Within 30 days of the filing of an application, the Planning Department shall determine whether the application is complete and notify the applicant in writing if the application is determined to be incomplete.
- B. Incomplete Applications. If the application is determined not to be complete, the Planning Department shall notify the applicant in writing and shall specify those parts of the application which are incomplete and shall indicate the manner in which they can be made complete, including a list and thorough description of the specific information or materials needed to complete the application. Upon the receipt of the information or materials needed to complete the application, or any resubmittal of the application, a new 30 day review period shall begin to determine the completeness of the application.
- C. Extension of Time Limits. Extensions of the time limits of the review period are permitted when mutually agreed upon by the Planning Department and the applicant.
- D. Waivers. The Planning Director may waive the submission of items deemed unnecessary.
- E. Exemption for Environmental Review. This section shall not be construed as limiting the ability of the Planning Department to request and obtain information needed to conduct environmental review under the terms of the California Environmental Quality Act.

**20.90.050 Environmental Review**

- A. A project that is not exempt from the California Environmental Quality Act (CEQA) shall be reviewed and either a Negative Declaration or an Environmental Impact Report (EIR) shall be prepared.
- B. Time Limits. For projects in which the City is the lead agency, negative declarations shall be completed and ready for approval within 105 days from the date the application is accepted as complete; environmental impact reports shall be completed and certified within 1 year from date the application is accepted as complete. No application for a project shall be deemed to be incomplete for lack of a waiver of the time limits established by this section.
- C. Extension of Time Limits. The Planning Director may provide for a reasonable extension of the time limits established by this section in the event that compelling circumstances justify additional time and the project applicant consents thereto.